



FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SPORTS COORDINATOR

Job Title: Sports Coordinator – Youth Sports

FLSA Status: Non-Exempt

Reports to: Program Director

Revision Date: December 18, 2014

POSITION SUMMARY:

Assist the Program Director with management of the Sports Department which includes developing, organizing and implementing high quality youth sports programs.

ESSENTIAL FUNCTIONS:

- 1. Directs and supervises program activities to meet YMCA objectives. Expands youth sports program within the community in accordance with strategic and operating plans.**
- 2. Directs and supervises sports assistants.**
- 3. Secures and schedules athletic fields and facilities. Transports and sets up equipment for games and practices; monitors and reports damaged sporting equipment to Director.**
- 4. Creates teams from paid and financially assisted registrations. Organizes and conducts parent orientation meetings, and training and meetings for coaches.**
- 5. Develops and distributes team practice and game schedules; trains and schedules sports officials; develops and distributes sports rules, guidelines and handbooks.**
- 6. Distributes team uniforms and awards; coordinates and distributes team photographs.**
- 7. Organizes and hosts season parties and events, promoting healthy eating and good nutrition.**
- 8. Organizes and conducts sports clinics.**
- 9. Coach and Officiate games as needed.**
- 10. Assists in the marketing and distribution of youth sports program information.**
- 11. Develops and maintains collaborative relationships with community organizations.**
- 12. Assists in YMCA fund raising activities and special events.**
- 13. Responds to all member and community inquiries and complaints in timely manner.**
- 14. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.**

SPORTS COORDINATOR

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. High School graduate, some college preferred, but not required.
2. One to two years related experience preferred.
3. Minimum age of 18.
4. Required certification: CPR, First Aid, and AED within 90 days of hire.
5. YMCA Child Abuse training within 90 days of hire.
6. Completion of YMCA program-specific certifications.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.